

**SEMINOLE COUNTY GOVERNMENT  
AGENDA MEMORANDUM**

**SUBJECT:** Contracts and Purchasing

**DEPARTMENT:** Fiscal Services **DIVISION:** Purchasing and Contracts Division

**AUTHORIZED BY:** Lisa H. Spriggs **CONTACT:** Ray Hooper **EXT.** 7111

**Agenda Date** 4/12/2005 **Regular** ☐ **Consent** ☒ **Work Session** ☐ **Briefing** ☐  
**Public Hearing – 1:30** ☐ **Public Hearing – 7:00** ☐

**MOTION/RECOMMENDATION:**

**BACKGROUND:**

**PROFESSIONAL SERVICES**

13. **Approve the Ranking List; Authorize Negotiations, and Award PS-5175-04/AJR – Master Plan Interim Updates. (Estimated Contract Value \$1,350,000.00).**

**Reviewed by:**

**Co Atty:** \_\_\_\_\_

**DFS:** \_\_\_\_\_

**Other:** \_\_\_\_\_

**DCM:** SS

**CM:** RB

**File No.** CFSP00

PS-5175-04/AJR will provide professional assistance with interim updates to the County's water, wastewater, and reclaimed water master plan. This project was publicly advertised and the County received five submittals (listed in alphabetical order):

Black and Veatch Corporation;  
Dyer, Riddle, Mills & Precourt, Inc.;  
Hazen and Sawyer, P.C.;  
PBS&J, Inc.;  
Reiss Environmental, Inc.

The Evaluation Committee, which consisted of Robert G. Adolphe, P.E., Director of Environmental Services; Gary Rudolph, Utilities Manager; Hugh P. Sipes, Senior Engineer; Jeffrey F. Thompson, P.E., Senior Engineer; and Dennis Westrick, P.E., Manager PEI evaluated the submittals and short-listed the following three firms:

Hazen and Sawyer, P.C;  
PBS&J, Inc., Orlando;  
Reiss Environmental, Inc.;

The Evaluation Committee interviewed the three (3) short-listed firms giving consideration to the following criteria:

Approach to Project/ Innovative Solutions;  
Qualifications of Proposed Personnel and Firm;  
Similar Recent Project Experience;  
Workload/Ability to Perform.

The Evaluation Committee recommends that the Board approve the ranking below and authorize staff to negotiate with the top ranked firm in accordance with F.S. 287.055, the Consultants Competitive Negotiation Act (CCNA):

Hazen and Sawyer, P.C.;  
Reiss Environmental, Inc.;  
PBS&J, Inc., Orlando.

Authorization for performance of services by the Consultant under this agreement shall be in the form of written Work Orders issued and executed by the County and signed by the Consultant. The work and dollar amount for each Work Order will be within the constraints of the Board approved project budget and negotiated on an as-needed basis for the project. The estimated contract value is \$1,350,000.00. The first year is estimated at \$750,000.00 and subsequent years are valued at \$150,000.00/year. The term of the agreement shall commence upon execution and shall run for a period of three (3) years and, at the sole option of the County, may be renewed for two (2) additional periods not to exceed one (1) year each.

Environmental Services/ Planning Engineering and Inspections Division and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve the ranking, authorize staff to negotiate, and authorize the Chairman to execute a Master Agreement as prepared by the County Attorney's Office.

## **REQUEST FOR PROPOSALS**

**14. Approve Mutual Termination for RFP-4229-04/GMG - Mobile Unit Concession Operations Agreement for Seminole County Red Bug Lake Park, with P.T. Enterprises, Apopka (Revenue Agreement).**

RFP-4229-04/GMG provides for mobile concession services for the Seminole County Red Bug Lake Park.

On December 14, 2004, the Board of County Commissioners awarded the Concession Operations Agreement for Seminole County Red Bug Lake Park to P.T. Enterprises, Apopka. P.T. Enterprises notified the Purchasing and Contracts Division that the company can no longer comply with the requirements of the scope of work due to the owner's primary permanent job commitments and has requested the termination of their agreement. The Purchasing and Contracts Division is in process of preparing a new solicitation.

Administrative Services Department/Support Services Division; Library and Leisure Services Department/Parks and Recreation Division and Fiscal Services Department/Purchasing and Contracts Division recommend the Board to approve the mutual termination and authorize the County Manager to execute the document as approved and prepared by the County Attorney's Office.

**15. Approve Mutual Termination for RFP-4230-04/GMG - Mobile Unit Concession Operations Agreement for Seminole County Sylvan Lake Park.**

RFP-4230-04/GMG provides for mobile concession services for the Seminole County Sylvan Lake Park.

On December 14, 2004, the Board approved the award of this Concession Operations Agreement for Seminole County Sylvan Lake Park to P.T. Enterprises, Apopka. P.T. Enterprises notified the Purchasing and Contracts Division that the company can no longer comply with the requirements of the scope of work due to the owner's primary permanent job commitments and has requested the termination of their agreement. The Purchasing and Contracts Division is in process of preparing a new solicitation.

Administrative Services Department/Support Services Division; Library and Leisure Services Department/Parks and Recreation Division and Fiscal Services Department/Purchasing and Contracts Division recommend the Board to approve the mutual termination and authorize the County Manager to execute the documents as approved and prepared by the County Attorney's Office.

**16. Approve Amendment #2 to RFP-4196-03/DRS – Marketing Consultant Services with Paradise Advertising & Marketing, Inc. of St. Petersburg, FL (Increase the NTE by \$160,059.00/year to cover additional Projects).**

RFP-4196-03/DRS provides all labor and incidentals necessary to provide a full service marketing agency to handle all aspects of the promotion of the County as a unique tourism destination. Amendment #2 adds funding to the contract to cover marketing for the Seminole County Economic Development Department, campaigns for the meeting and business traveler markets, and materials for the Visitor's Guide.

Budget Change Requests establishing \$81,540.00 in 011020.530480 and \$78,519.00 in 13100.530480 are being submitted concurrently with this amendment request. With the additional funding of \$160,059.00 added to their contract, the total contract value will become not-to-exceed \$337,559.00 per year. Work orders will be issued for specific projects.

The following is a summary of the cost of RFP-4196-03/DRS:

|                       |                   |
|-----------------------|-------------------|
| Original Contract Sum | \$125,000.00      |
| Add Amendment #1      | 52,500.00         |
| Add Amendment #2      | <u>160,059.00</u> |
| Revised Contract Sum  | \$337,559.00      |

The Tourism Department, Economic Development Department and Fiscal Services/Purchasing and Contracts Division recommend that the board approve and authorize the County Manager to execute Amendment #2 as prepared by the County Attorney's Office.

## **TERM CONTRACTS**

- 17. Award RFP-4242-05/GMG – Term Contract for Part A) purchase of road construction products and related materials including in-place services to Orlando Paving Corporation, Orlando; and Part B) Asphalt Base Stabilization, to Asphalt Recycling, Inc., Melbourne Beach and Florida Highway Products, Inc., Bartow.**

RFP-4242-05/GMG consisting of two parts, will provide for:

(A) road construction products to Seminole County Public Works Department, Roads-Stormwater Division, considering options of materials only and/or in-place services to include labor, materials, equipment and all incidentals necessary for various road projects as described in the Requirements.

(B) an asphalt stabilized base course composed of a mixture of the existing bituminous concrete pavement and existing base course material. The manufacture of the asphalt stabilized base course shall be done by in-place crushing and blending of the existing pavement and base materials and the introduction of asphalt emulsion. The pulverization, blending, and addition of asphalt emulsion to the existing materials, which results in an asphalt stabilized base course, shall be accomplished in accordance with these specifications.

This project was publicly advertised and the County received four (4) submittals in response to the solicitation; two (2) proposals for Part A and two (2) proposals for Part B. A detailed summary of both parts is provided in the backup. The tabulation sheet reflects a breakdown of the cost per item/services and it is included as part of the backup documents.

The Review Committee which consisted of Mike Arnold, Roads-Stormwater Division; Mark Flomerfelt, Roads-Stormwater Division and Jeffrey Thurman, Roads-Stormwater Division, reviewed the submittals. The review was based on the proposed cost to the County, past performance and responsiveness of the Proposers. The Review Committee recommends the Board to award the project as follows:

Orlando Paving Corporation, Orlando – Part A  
Asphalt Recycling, Inc., Melbourne Beach – Part B  
Florida Highway Products, Inc., Bartow – Part B

Required services and materials shall be specifically enumerated, described and depicted in the Release Orders authorizing performance of the specific task. Authorization for performance of services by the selected Contractor(s) under this agreement shall be in the form of written Release Orders issued and executed by the County. Each project under Part B will be competed between the 2 selected Contractors and the award will be based on the overall cost of the project – specific tasks - and the schedule to deliver the required services.

These agreements shall take place on the date of their execution by the County and shall run for a period of three (3) years and, at the sole option of the County, may be renewed for two (2) successive periods not to exceed one (1) year each. The estimated annual usage of these agreements is \$ 1,500,000.00 for Part A and \$1,300,000.00 for Part B

Public Works/Roads - Stormwater Division and Fiscal Services  
Department/Purchasing and Contracts Division recommend the Board to award the project and authorize the County Manager to execute the Agreements as prepared by the County Attorney's Office and pursuant to the RFP documents.

## **SOLE SOURCE**

**18. Authorize Sole Source Procurement and authorize the issuance of Purchase Order(s) for Schlage Primus Locking System and Locksmith Services to Kevin's Lock and Safe, Lake Mary.**

The Schlage Primus Locking System is a master keying system used on various County's facilities throughout Seminole County. Kevin's Lock and Safe, Lake Mary is the only source for service, support, parts and accessories for these units in the Central Florida area, letter attached as part of the backup documents. Facilities Maintenance Division has been upgrading the County's interior and exterior locks to this system for over fifteen years.

The Sole Source will become effective the date of the approval and will remain in effect for a period of five (5) years. Authorization for services by the Contractor will be done through Purchase Orders issued using the negotiated rates in the backup and executed by the County in accordance with budgetary constraints. The estimated annual usage is \$29,000.00

Administrative Services/Facilities Maintenance Division and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve the Sole Source Procurement and authorize the issuance of a Purchase Order(s).